Ravenor Primary School
EYFS Leader
Application Pack

Resilient – **R**espectful – **R**esponsible – **R**esourceful – **R**eflective

Welcome to Ravenor Primary School

Dear Applicant,

EYFS Leader

Do you want to develop your leadership skills in an inclusive and welcoming school, with motivated students and a supportive, experienced leadership team? If so, then we are looking for you to join us in September 2026 to further enhance our dynamic, extended leadership team. You will be encouraged to be an open and reflective practitioner and will be supported by an extensive professional development programme. As the EYFS leader, you will be responsible for leading and supervising the work of teachers and teaching assistants across EYFS.

You will be welcomed into a three-form entry school with up to 30 children in each class. All classes are of mixed ability. There are two Nursery classes, three Reception classes, six Key Stage One classes and twelve Key Stage Two classes.

At Ravenor, we are committed to treating every child as an individual, with care and respect, enabling them to feel unique and valued, so that they develop as citizens who are responsible, respectful, resilient, reflective and resourceful. We provide an exciting, inclusive environment which promotes excellence in our learning and our teaching.

We opened a superb, state of the art, new building in 2013 that has fully complemented our main school facilities which opened in 2004. The school offers a high quality, modern and stimulating environment set in beautiful grounds, where children enjoy learning and their potential is maximised.

We encourage school tours and invite you to look at our school website, where you can learn a little more about learning and life at Ravenor. We had a successful Ofsted in March 2023 and continue to be a school which achieves high outcomes for all.

I look forward to receiving your completed application form, via email, to sbm@ravenor.ealing.sch.uk by midday on Thursday 16th April 2026.

Interviews will be held on **w/c 20th April 2026.**

Mrs. Leonie Lobo

Headteacher

What makes our school a special place to work and thrive:

An expertly planned curriculum with high quality resources and materials for teachers	Excellent CPD opportunities for all staff at all levels of their careers	An extensive support team of highly skilled experienced professionals, including a nationally recognised therapeutic support service championed by the Princess of Wales
Supportive employee assistance programme for all	A diverse, multicultural, and stable staff team	PPA for all teaching staff exceeds the national expectations
Inner London Salary and Local Government Pension Scheme	Staff wellbeing and workload balance is fundamental to our approach	Well resourced facilities including free parking on site and cycle to work scheme
	Resilient **R**espectful **R**esponsible **R**esourceful **R**eflective	

Job Description

Post Title:	EYFS Leader & Classroom Teacher
School:	Ravenor Primary School
Salary and Grade:	Teachers Main Pay Range (1-6) Inner London Plus TLR2: £3.755 p.a.
Line Manager/s:	The Head Teacher, members of the Senior Leadership Team (SLT) and the Governing Body
Supervisory Responsibility:	The post holder will be responsible for leading and supervising the work of class teachers and teaching assistants relevant to their year group.

Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the year group, ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/guardians, governors, other staff and external agencies in the best interests of pupils.
- Act within the statutory frameworks, which set out professional duties and responsibilities, and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2016)*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Duties and Responsibilities

All teachers are required to carry out the duties of a school teacher as set out in the current *School Teachers Pay and Conditions Document.* Teachers should also have due regard to the Teacher Standards (2011). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of pupils you teach.
- Be aware of pupils' capabilities, their prior knowledge, plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn.
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of, and take responsibility for, promoting high standards of English, including the correct use of spoken English (whatever your specialist subject).

- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure pupils' progress, including the use of observations, where appropriate.
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set home learning and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document.*

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self control and independence of all learners.
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document.*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Lead the relevant teaching and support team, working as a team leader and as a team member, identifying opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and, where appropriate, threshold assessments.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part, as required, in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document.

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships.
- Deploy people and resources efficiently and effectively to meet specific objectives.
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document.*

Professional development

- Regularly review the effectiveness of your leadership, teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches, where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching and leadership skills through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the headteacher.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Person Specification

Post Title:	Early Years Leader & Classroom Teacher
School:	Ravenor Primary School
Area of Accountability:	Teaching & Learning Responsibility (TLR 2) as EYFS leader
Line Manager/s:	The Head Teacher, members of Senior Leadership Team (SLT) and the governing body of the school.
Supervisory Responsibility:	The post holder will be responsible for leading and supervising the work of classroom teachers and teaching assistants relevant to their year group.

Qualifications

1. Qualified to good degree level.
2. Qualified to teach and work in the UK.

Experience

3. A minimum of three years teaching effectively in EYFS, within a primary school setting.
4. Recent leadership experience, including leading a subject.
5. Proven record of supporting children in achieving outstanding results.

Knowledge

6. In depth knowledge of the primary curriculum and child development.
7. A clear understanding of the essential qualities necessary for improving the quality of learning and teaching.
8. An understanding of how to best develop independence in learning.
9. Experience of the assessment process and reporting procedures for the end of EYFS.

Skills

10. Demonstrate consistently high quality teaching strategies.
11. Support and motivate both colleagues and pupils by leading through example.
12. Communicate effectively to a wide range of audiences (verbal, written, using ICT, as appropriate).
13. Manage a team to successfully achieve agreed goals.
14. Be flexible and adaptable.
15. Develop and deliver effective professional development for staff, as appropriate.
16. Be an effective team player, who works collaboratively and effectively with others.
17. Analyse data to evaluate this TLR area for the performance and achievement of pupil groups, pupil progress and be able to plan appropriate course/s of action for improvement.
18. Contribute effectively to the work of the Head Teacher and the Senior Leadership Team.
19. Deal successfully with situations that may include difficult situations and conflict resolution.

Commitment

20. Demonstrate a commitment to:
    a. Self-improvement.
    b. Promoting the school's vision and ethos.
    c. High quality, stimulating learning environments.
    d. Relating positively to and showing respect for all members of the school and wider community.
    e. Safeguarding and child protection.

Guidance Notes

These notes are here to help you submit the best possible application you can. We strongly recommend that you read them before you start work on your application.

Before you start

Read carefully all the information about the post, especially the person specification, which lists the skills, knowledge, experience and qualifications needed. Make sure you read it before filling in the application form.

Your application form and especially the supporting statement are the only pieces of information we have about you. Unless you clearly demonstrate in your application how you meet the requirements of the post, you may not be shortlisted.

Filling in the application form

The application form is a separate document from this application pack and can be downloaded from the school's website www.ravenor.ealing.sch.uk

Read the application form carefully before you start. We are an equal opportunities employer and select candidates for interview on the basis of how well they complete the application form.

Personal details

It is important that you fill in this section accurately and in full. If you are currently at college/university, please ensure you give details of where you can be contacted both during and after completion of your course. The more information you give the better. Please do not leave any section blank. If it is not applicable please indicate with N/A.

Present /most recent post and Employment History

Start with your current or last employer and work backwards making sure the dates are in the correct order. Provide the job title with responsibilities and the period you worked for them. It is important that you provide an explanation for any gaps in employment. Any voluntary work undertaken may also be included.

Education and Training

Provide a list of all the qualifications you possess and relevant training courses that you have attended. Information here will be used to assess whether you meet the qualification requirements. Ensure nothing important is omitted. Please note that you will be asked to provide originals or certified copies of relevant certificates.

Rehabilitation of Offenders Act

The school has a duty to protect children and young people in its care. Please ensure that you complete this section fully. Successful applicants will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS).

References

References may be taken up before interview. Any issues raised in the references may be discussed at interview. Please do not submit open testimonials with this application form.

Pension

If you secure a job with an Ealing school/organisation then the information provided here will mean that we can issue your contract of employment more quickly. Please do not leave any section blank. If it is not applicable please indicate with N/A.

If you have a disability

Ealing schools are committed to employing people with disabilities. If you have a disability you want us to know about please give details of adjustments you require for the selection process or to do the job itself.

Supporting statement

a) This is the most important part of your application as it is where you show how you have the skills and knowledge suitable for the post.

Make sure that you read both the job description and the person specification to ensure that what you write is relevant. You will need to explain/give examples of how your skills, knowledge and experience make you suitable for the job. It would be helpful if you could number your responses to match those on the person specification.

Your supporting statement should address all of the requirements listed in the person specification.

b) This is a more general statement about you and your personal attributes.

Monitoring information

Please remember to complete the monitoring information. This is important information that the council needs in order that we can determine whether our equal opportunities policy is working with regard to employment. Also, please sign and date the form. If you are completing the application form online, you will be asked to sign the form at interview.

Some points to bear mind

- Your application should be written in a concise, well-organised and positive way.
- Use active words such as 'I planned' and 'I organised'.
- Do a rough draft first aiming to show impact throughout but especially with your first and last sentence. This avoids mistakes and allows you to organise your application properly.
- Do not submit the same application for all jobs. Remember no two local authorities will be looking for exactly the same thing so look at the requirements listed.
- Re-read what you have written, then look again at the person specification. Have you addressed all areas? Do you sound positive and confident? Have you shown that you are/will make a professional, capable teacher who enjoys working in a lively and diverse borough? Convey your suitability for the job but also aim to reveal a sense of your personality.

Sending your application

- Please make sure you keep a record of your completed application form. Not only is this useful if you are called for interview but it will also assist you if you later need to enquire about your application. Remember the closing date for applications and allow enough time if you are posting the form.

Thank you for considering a leadership post at Ravenor Primary School.